

LOGIN

1.Employee

2. Admin

Employee

1. Junior

2.Manager

Junior Employee:-

1.DashBoard;-

Sidebar consisting of name and image and different pages link

1. By default profile page

2.Policy Page

3.Expense Page

3.Leave Page

4.Appraisal Page

5.Weekly Review Page

A. profile page:-

Name,

Email,

employeeId,

Address,

Contacts.

Managername

Option to edit details.

B.Policy Page:-

can download and read the policy

Checklist to make read and if read make the status already read and if want can read again

C.Expense Page :-

form to submit the expense to admin and respective manager both

Earlier submitted form and their status

D.Leave Page:-

form to submit the leave to admin and respective manager both

Showing all the previous submission and their status

E.Appraisal Page:- A template to submit the work done to specific manager

Showing all the form submitted
Filter option to see history

F.Review Page:- See All the Review given by

Manager (Employee)

1.DashBoard: Sidebar consisting of name and image and different pages link

1. By default profile page
- 2.Policy Page
- 3.Expense Page
- 3.Leave Page
- 4.Appraisal Page
- 5.Weekly Review Page

Profile page:- all details

1. No of pendings leaves .expense,appraisals

2.Policy Page: similar like employee

3.Expense Page;- in this manager expense page employee expense request is also seen and manager can also approve have filter option to see via different category

4. Leave page similarly like expense page

5. Appraisal Page:- can see all the request submit by employee and approved reject by comment

6.weekly review page:-give review to employee and can also see previous review given
Filter category

Admin

Dashboard: Sidebar consisting of name and image and different pages link

1. By default profile page
- 2.Policy Page
- 3.Expense Page
- 3.Leave Page
- 4.Appraisal Page
- 5.Weekly Review Page

1. No of pendings leaves .expense,appraisals

2. Policy Pages :- Can see already existing policies can edit this and add new policies which should reflect to all

3. Expense Page;- in this manager expense page employee expense request is also seen and manager can also approve have filter option to see via different category

4. Leave page similarly like expense page

5. Appraisal Page:- can see the appraisal done by all the manager to which employee like all the details

6. Weekly Review Page;- this is similar like above appraisal page